

Nishnawbe-Aski Legal Services Corporation

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Fax Cover

Date: September 27, 2017

To: Jeff

Fax: 807-622-3024

From: Vernon

Re: Shirley Keesic's Evaluation

Message:

For your files

Shirley passed her annual evaluation. Perfect score

Her last evaluation was on May 16, 2016

We are transmitting the following 5 pages (including this cover letter). If you do not receive all pages, please call me as soon as possible.

Telephone: 1-866-590-4763 Fax: 807-737- 4847

Contact: Vernon Morris

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Mailing Address:

5 S. Cumberland Street
Thunder Bay, Ontario
P7B 2V3

Tel: (807) 622-1413
Fax: (807) 622-3024

mail: info@nanlegal.on.ca
Website:
http://www.nanlegal.on.ca



Head Office:

684 City Road
Unit 14
Thunder Bay, Ontario
P7J 1K3

Shirley Keesic - Evaluation Sept. 7, 2017

5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally? 5/5

I have attended all the training sessions when required since March 7, 2011. Ongoing.

6. What could you do to perform your job duties and assigned tasks more efficiently? 5/5

I have done this job to the best of my ability which includes priorities "set in stone", planning & pre-planning of work requirements, ensuring all aspects of facilitating are organized prior to facilitating. Keep organized. Ongoing.

7. Please complete the following. *I believe my goals and objectives for the coming year should be:*

Continue to prioritize RJ Circles, and continue to facilitate them ensuring client accused are aware of consequences of their actions; provide support for the victim if and when requested. Collaborate with more of community agencies in obtaining more pre-charge referrals to make them aware of NAN Legal Services and what services are provided. This is ongoing within Red Lake, when I am available, I attend meetings. 5/5

8. What kinds of professional development activities would you like to do during the coming year? 5/5

Continue to attend training when required.

Comments: All flights north are now taking Wasaya or Northstar. I am fine with this arrangement.

The Health & Safety Committee: I have asked for a fire extinguisher for this office. Not yet received.

Shirley Keesic -- Evaluation May 16, 2016

Self-Evaluation Form

Employee Name: Shirley Keesic	Job Title: Restorative Justice Worker
Date: Sept. 7, 2017	Supervisor: Vernon Morris

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?

- tutorial - file. RJ workers + other co-workers.
- sharing information - work experiences.
- positive outlook on life + encourage co-workers - senior employees.

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

- Program operation templates are in place.

3. Complete the following sentence. *I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:*

- maintenance of the justice stakeholders confidence.
- Processing of RJ. divisions on a timely basis in order to maintain the confidence of the courts.

4. In what area or areas would you like to gain more experience, training or education?

- Certification programs

5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally?

- Interest in knowing how the other programs in the MALSC operate.
- participate in other FN. & organization training sessions that are related to the work that I do. (RJ)

Shirley Keesic - Evaluation May 16, 2016

6. What could you do to perform your job duties and assigned tasks more efficiently? *5/5*

7. Please complete the following. *I believe my goals and objectives for the coming year should be:*

- *Situation table - inter agency mtgs. to discuss service issues for First Nations communities + people.*

*(* - Chantelle to put together the Band By-law pkg. for Shirley)*

8. What kinds of professional development activities would you like to do during the coming year?

Comments:

Shirley Keesic – Evaluation Sept. 7, 2017

Self-Evaluation Form

Employee Name: Shirley Keesic	Job Title: Restorative Justice Worker
Date: September 7, 2017	Supervisor: Vernon Morris

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?

- Restorative Justice Circles & ongoing. S/S
- Community Presentations & ongoing.
- Ensure all aspects of my paperwork, pre-planning, scheduling, coordination, administration functions are up-to-date, office maintenance/upkeep, attend training when required, and team player. Ongoing.
- My contacts are dealt with in a professional & courteous manner (ie. Judges, Lawyers, Crowns, Police, Probation, Chief/Counsel, etc.) In short, "Be a friend". Ongoing.
- Being "available" at all times. (ie. Clients would often message me on weekends). Ongoing.

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

That all RJ Circles are successful from start to finish (ie. that the client's charges are withdrawn, etc.). Ongoing. S/S

That all requests from people are followed through without them "going in circles". Ongoing.

I receive feedback from clients that they "trust" me with their issues, etc. and that I am able to assist them (ie. who to contact, etc.). This is ongoing.

3. Complete the following sentence. *I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:*

My past experience skills (ie. office administration, keeping records up-to-date, adhering to policy & procedures, etc.) Giving advice when needed/required. Ensure that all RJ Circles are done efficiently & promptly. Ongoing. S/S

4. In what area or areas would you like to gain more experience, training or education?

Supervision/management, advancement in the Corporation but I realize this would involve relocation should this happen. I am happy in my current position as RJ Worker. S/S

Self-Evaluation Form

Shirley - P91

Employee Name: Shirley Keesic	Job Title: Restorative Justice Worker
Date: May 16, 2016	Supervisor: Vernon Morris

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

- What do you consider to be the top three to five priorities of your job as you understand them?
 - Restorative Justice Circles
 - Community Presentations
 - Ensure all aspects of my paperwork, pre-planning, scheduling, coordination, administration functions are up-to-date, office maintenance/upkeep, attend training when required, and team player.
 - My contacts are dealt with in a professional & courteous manner (ie. Judges, Lawyers, Crowns, Police, Probation, Chief/Counsel, etc.) In short, "Be a friend"
 - Being "available" at all times. (ie. Clients would often message me on weekends)
- What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

That all my RJ Circles are successful from start to finish (ie. that the client's charges are withdrawn, etc.)

That all requests from people are followed through without them "going in circles".

- Complete the following sentence. *I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:*

My past experience skills (ie. office administration, keeping records up-to-date, adhering to policy & procedures, etc.) Giving advice when needed/required. Ensure that all RJ Circles are done efficiently & promptly.

- In what area or areas would you like to gain more experience, training or education?

Supervision/management, advancement in the Corporation

- What activities or trainings have you participated in over the last review period in order to develop yourself professionally?

I have attended all the training sessions when required since March 7, 2011

Shirley-pg 2

6. What could you do to perform your job duties and assigned tasks more efficiently?

I feel I have done this job to the best of my ability which includes priorities "set in stone", planning & pre-planning of work requirements, ensuring all aspects of facilitating are organized prior to facilitating.

7. Please complete the following. *I believe my goals and objectives for the coming year should be:*

Prioritizing RJ Circles, and continue to facilitate them ensuring client accused are aware of consequences of their actions; provide support for the victim. Collaborate with more of community agencies in obtaining more pre-charge referrals to make them aware of NAN Legal Services and what services are provided.

8. What kinds of professional development activities would you like to do during the coming year?

I would like the opportunity to be in a supervision capacity (ie. backfill maybe?).

Continue to attend training when required.

I would also encourage management from Head Office to visit the communities, and when doing so I would like to be involved in that role (ie. sit with Chief & Counsel to ensure they are well informed of Restorative Justice)

Comments: I would also like to be able to get on the court plane charters to Keewaywin, North Spirit Lake, Deer Lake, Fort Severn, and Poplar Hill. With Pikangikum, I have decided to ensure this community is well-serviced in my role as RJ Worker. I will keep my current schedule arriving via Wasaya and departing on Wasaya to Pikangikum.

I always find it discouraging when I cannot board a court plane, only to find out at the last minute I cannot. I recommend that the NAN Community Legal Worker, Victim Witness, and Restorative Justice worker, Management, to charter their own plane on court day and possible other informative agency (ie. NODIN, etc). I believe presence in the community court days would enhance NAN Legal Services presence whereby offering advice, information, on these days. Share-cost could be a possibility.

The Health & Safety Committee: I have provided my First Aid expiry date numerous times and it has now expired as of April 23, 2016. As well, I was promised a First Aid Kit, and I have asked for a fire extinguisher for this office and receiving nothing.



RESTORATIVE JUSTICE

Employee Performance Review

EMPLOYEE INFORMATION

Name Shirley Keesic
Job Title Restorative Justice
Department DoJ
Review Period Spt. 24/2014 - May 16/16

Employee ID _____
Date May 16/16
Manager Vernon Morris

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge

1 2 3 4 5

Comments No comment - Shirley knows all.

Work Quality

1 2 3 4 5

Comments Performs all work-related duties in a very professional manner.

Attendance/Punctuality

1 2 3 4 5

Comments Makes it known to all concerned persons concerning her whereabouts.

Initiative

1 2 3 4.5 5

Comments Requires very minimal supervision -

Communication/Listening Skills

1 2 3 4 5

Comments excellent.

Dependability

1 2 3 4 5

Comments Excellent work ethic.

Overall Rating (average the rating numbers above)

29.5 / 30 pts.

EVALUATION

ADDITIONAL COMMENTS

Work ethics are amazing.

GOALS

(as agreed upon by employee and manager)

per. self evaluation form. (attached)

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature _____

Date _____

Manager Signature Vernon Morris

Date May 16/16




RESTORATIVE JUSTICE

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Shirley Keisic
Job Title	RJW
Department	DoJ
Review Period	Sept 24/14 - May 16/16
Employee ID	
Date	May 16/16
Manager	Vernon Morris

RATINGS	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.5 <input type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	29/30				
Overall Rating (average the rating numbers above)					

EVALUATION
ADDITIONAL COMMENTS Crown lawyers & Judges have amazing. They're to say amazing work ethic.
GOALS (as agreed upon by employee and manager)

VERIFICATION OF REVIEW	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature	Date
Manager Signature 	Date May 16/16



RESTORATIVE JUSTICE

Employee Performance Review

EMPLOYEE INFORMATION

Name	S Shirley Keesic Kocummalis	Employee ID	
Job Title	RJW-	Date	Sept + 24/14.
Department	DoJ	Manager	Jeuron Morris
Review Period	2013-2014		

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	finding extra resources				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	28/30				
Overall Rating (average the rating numbers above)					

EVALUATION

ADDITIONAL COMMENTS: Strong worker.

GOALS
(as agreed upon by employee and manager)

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	Date
Manager Signature	Date

03/14/14



RESTORATIVE JUSTICE

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Shirley Keesic</i>	Employee ID
Job Title <i>R.J.W. K.O. Communities</i>	Date <i>Sept. 24/14.</i>
Department	Manager
Review Period	

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>				<i>28-30</i>	

EVALUATION

ADDITIONAL COMMENTS

Shirley is a very good employee.

GOALS

(as agreed upon by employee and manager)



RESTORATIVE JUSTICE

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Shirley Keesic.
Job Title	RJW - RED LAKE
Department	DOJ
Review Period	Sep 16/11 - MAY 29/13.
Employee ID	
Date	MAY 29/13.
Manager	

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	More outreach.
GOALS <i>(as agreed upon by employee and manager)</i>	

VERIFICATION OF REVIEW	
<i>By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.</i>	
Employee Signature	Date
Manager Signature	Date

Paycode History Detail By Employee

End Dates From Apr 1, 2016 To Mar 31, 2017

Period End	Wage Straight Amount Salary	Wage Total Amount Salary	Wage Total Hours Salary
MCKAY, WILLIAM JOHN			
Apr 1, 2016	1,351.69	1,351.69	70.00
1 Apr 15, 2016	1,351.69	1,351.69	70.00
2 Apr 29, 2016	1,351.69	1,351.69	70.00
3 May 13, 2016	1,351.69	1,351.69	70.00
4 May 27, 2016	1,351.69	1,351.69	70.00
5 Jun 10, 2016	1,351.69	1,351.69	70.00
6 Jun 24, 2016	1,351.69	1,351.69	70.00
7 Jul 8, 2016	1,351.69	1,351.69	70.00
8 Jul 22, 2016	1,351.69	1,351.69	70.00
9 Aug 5, 2016	1,351.69	1,351.69	70.00
10 Aug 19, 2016	1,351.69	1,351.69	70.00
11 Sep 2, 2016	1,351.69	1,351.69	70.00
12 Sep 16, 2016	1,351.69	1,351.69	70.00
13 Sep 30, 2016	1,351.69	1,351.69	70.00
14 Oct 14, 2016	1,351.69	1,351.69	70.00
15 Oct 28, 2016	1,351.69	1,351.69	70.00
16 Nov 11, 2016	1,351.69	1,351.69	70.00
17 Nov 25, 2016	1,351.69	1,351.69	70.00
MCKAY, WILLIAM JOHN	24,330.42	24,330.42	1,260.00
REPORT TOTALS	24,330.42	24,330.42	1,260.00

New Salary \$ 40,540.00

\$ 1,559.23 x 17 Pays = \$ 26,506.92

Less: amt pd to date

\$ 1,351.69 x 17 Pays

= 22,978.73

\$ 3,528.19

Retro to April '16

Last Name First Name Annual Wage Min Suggested Position Date of Hire

Immediate Suggested Changes

Mary Bird

Table 1		Current	Adjusted	Title	Date Started
Chapman	Rita	\$ 39,749.34	\$ 42,403.45	Community Legal Worker	02/09/2009
Wesley	Robert	\$ 42,403.45		Community Legal Worker	04/01/2010
Meekis	Jonah	\$ 34,993.14		Community Legal Worker	11/02/2013
Edwards	Jacqueline	\$ 30,570.00	\$ 34,993.14	Community Legal Worker	17/06/2013

36,000 CR

Marlene Sabourin

Table 2	Finance	Current	Adjusted	Title	Date Started
Muckuck	Marcelline	\$ 33,148.37	\$ 37,463.24	Travel Clerk	24/05/2012
Rasevych	Kirsten	\$ 37,463.24		HR Clerk	07/03/2012

38,000 CR

Crawford/Morris

Table 2	RJW	Current	Adjusted	Title	Date Started
Keesic	Shirley	\$ 43,844.01	\$ 51,999.95	Restorative Justice Worker	07/03/2011
Anderson	Gail	\$ 51,999.95		Restorative Justice Worker	27/04/2015

Table 4	YIW	Current	Adjusted	Title	Date Started
Mckay	Keith	\$ 35,142.00	\$ 40,540.00	Youth Intervention Worker	04/07/2011
Sackaney	Justin	\$ 40,540.00		Youth Intervention Worker	04/02/2013

Higher/target salary
Low/in equity salary

Paycode History Detail By Employee

End Dates From Apr 1, 2016 To Mar 31, 2017

Period End	Wage Straight Amount Salary	Wage Total Amount Salary	Wage Total Hours Salary
MUCKUCK, MARCELINE			
Apr 1, 2016	1,276.32	1,276.32	70.00
1 Apr 15, 2016	1,276.32	1,276.32	70.00
2 Apr 29, 2016	1,276.32	1,276.32	70.00
5 May 13, 2016	1,276.32	1,276.32	70.00
4 May 27, 2016	1,276.32	1,276.32	70.00
5 Jun 10, 2016	1,276.32	1,276.32	70.00
6 Jun 24, 2016	1,276.32	1,276.32	70.00
7 Jul 8, 2016	1,276.32	1,276.32	70.00
8 Jul 22, 2016	1,276.32	1,276.32	70.00
9 Aug 5, 2016	1,276.32	1,276.32	70.00
10 Aug 19, 2016	1,276.32	1,276.32	70.00
11 Sep 2, 2016	1,276.32	1,276.32	70.00
12 Sep 16, 2016	1,276.32	1,276.32	70.00
13 Sep 30, 2016	1,276.32	1,276.32	70.00
14 Oct 14, 2016	1,276.32	1,276.32	70.00
15 Oct 28, 2016	1,276.32	1,276.32	70.00
16 Nov 11, 2016	1,276.32	1,276.32	70.00
17 Nov 25, 2016	1,276.32	1,276.32	70.00
MUCKUCK, MARCELINE	22,973.76	22,973.76	1,260.00
REPORT TOTALS	22,973.76	22,973.76	1,260.00

New Salary \$ 38,000 -
 = \$ 1461.54 x 17 Pays = \$ 24,846.18
 less amt Pd to date
 \$ 1276.32 x 17 Pays = 21,697.44
3,148.74 Retro to April '16.

Paycode History Detail By Employee

End Dates From Apr 1, 2016 To Mar 31, 2017

Period End	Wage Straight Amount Salary	Wage Total Amount Salary	Wage Total Hours Salary
KEESIC, SHIRLEY			
Apr 1, 2016	1,686.31	1,686.31	70.00
1 Apr 15, 2016	1,686.31	1,686.31	70.00
2 Apr 29, 2016	1,686.31	1,686.31	70.00
3 May 13, 2016	1,686.31	1,686.31	70.00
4 May 27, 2016	1,686.31	1,686.31	70.00
5 Jun 10, 2016	1,686.31	1,686.31	70.00
6 Jun 24, 2016	1,686.31	1,686.31	70.00
7 Jul 8, 2016	1,686.31	1,686.31	70.00
8 Jul 22, 2016	1,686.31	1,686.31	70.00
9 Aug 5, 2016	1,686.31	1,686.31	70.00
10 Aug 19, 2016	1,686.31	1,686.31	70.00
11 Sep 2, 2016	1,686.31	1,686.31	70.00
12 Sep 16, 2016	1,686.31	1,686.31	70.00
13 Sep 30, 2016	1,686.31	1,686.31	70.00
14 Oct 14, 2016	1,686.31	1,686.31	70.00
15 Oct 28, 2016	1,686.31	1,686.31	70.00
16 Nov 11, 2016	1,686.31	1,686.31	70.00
17 Nov 25, 2016	1,686.31	1,686.31	70.00
KEESIC, SHIRLEY	30,353.58	30,353.58	1,260.00
REPORT TOTALS	30,353.58	30,353.58	1,260.00

New Salary \$52,000 -

$$\begin{aligned}
 & \$ 2000 \times 17 \text{ PAYS} = \$ 34,000 \\
 & \text{Less: amt pd to Date} \\
 & \quad \$ 1686.31 \times 17 \text{ PAYS} = \frac{28,667.27}{5,332.73} \text{ Retro to April '16}
 \end{aligned}$$

Nishnawbe-Aski Legal Services
Corporation

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April 1, 2014

Dear Shirley Keesic,

Re: Employment with NALSC

Mailing Address:

86 S. Cumberland Street
Thunder Bay, Ontario
P7B 2V3

Tel: (807) 622-1413
Fax: (807) 622-3024

E-mail
info@nanlegal.on.ca

Website
www.nanlegal.on.ca



Head Office:

150 City Road
Fort William First Nation
Thunder Bay, Ontario
P7J 1J7

This letter is to confirm your employment and the current status of your personnel file with NALSC. Your current job description is attached and will be placed in your file.

You were hired on March 7, 2011 as the Restorative Justice Worker under the Department of Justice Program. Your current salary is \$ 43,259.84 per year.

You are entitled to paid vacation days in the amount of 4 weeks per year.

According to your personnel file, your last evaluation was done May 29, 2013. We trust that this is satisfactory.

Sincerely,
Nishnawbe-Aski Legal Services Corporation

A handwritten signature in blue ink, appearing to read 'Celina Reitberger'.

Celina Reitberger
Executive Director

cc. Personnel File

Nishnawbe-Aski Legal Services
Corporation

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January 16, 2014

Dear Shirley Keesic,

Re: Employment with NALSC

This letter is to confirm your employment and the current status of your personnel file with NALSC. Your current job description is attached and will be placed in your file.

You were hired on March 7, 2011 as the Restorative Justice Worker under Legal Aid Ontario. Your current salary is \$ 43,259.84 per year.

You are entitled to paid vacation days in the amount of 2 weeks per year.

According to your personnel file, your last evaluation was done May 29, 2013. We trust that this is satisfactory.

Sincerely,


Celina Reitberger
Executive Director

cc. Personnel File

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